



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 8, 2015

Grisel Ortiz
4711 SE 4th Street
Apt 4
Des Moines, IA 50315

Dear Child Care Provider,

This letter is in regards to the March 16, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Please refer to page 29 of the packet of forms provided to you at the time of the spot check. This form is an easy way to have all necessary numbers readily accessible. Please hang this form in a visible location. You may want to make copies of this form and any other forms in the packet in the event that you have changes in the future and need new forms.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Please make sure your first aid kit is updated and contains adequate supplies including band-aids, gauze, scissors, tweezers, gloves, anti bacterial ointment, etc. These kits can be purchased at any Walgreens, Wal-Mart, Target, etc.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Please go through your home and double check that all accessible outlets are capped. Safety caps can be purchased at any Wal-Mart, Babies R Us, Target, etc.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

It is very important that the children in your care know how to respond in the event of a true emergency. Please make sure you are practicing these drills monthly to help the children be as prepared as possible. You will need to use the form provided on page 7 to keep a written record of these practices. Please also be sure to practice even in the winter months. I do not expect that children have to actually go outside, but they should be going to the designated exit area of the home.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

You did not have a large enough extinguisher at my previous spot check nor this check. Please make sure to obtain the proper size, which is a classification 2A 10BC. Please check the extinguisher at the time of purchase to make sure you have the correct size. This should be listed in fine print on the extinguisher.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Please obtain a current physical. You will need to take documents on pages 24 and 25 of the packet provided to your physician for completion. This form is good for three years. Please keep in your provider file.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Please see page 15 of the packet which provides you with the website to take this course online. You can also contact Child Care Resource and Referral (CCRR) at 515-246-3650 if you would prefer to take this class in person. CCRR can assist in helping you locate this class to better meet your needs. Please be sure to take this course as soon as possible. When the time comes for your registration renewal, this course is required to be current or your renewal will be denied.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

This course is also required to be current or your registration renewal will also be denied. You have to take this course every two years. You can take it at places such as the Red Cross, some fire

departments, unity point, etc. You can also contact CCRR for assistance. I would suggest getting scheduled for a class as soon as possible as they tend to fill up very quickly and are not always available conveniently.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Please contact CCRR for assistance in locating courses to meet your needs. You may also complete some required hours online. Online course are listed on page 11 of your packet. Many of the online classes do require a fee.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

I would suggest keeping up on the paperwork for each child's file so that it does not become overwhelming and unorganized. Helpful times of the year to update the children's files are on their birthday and at the start of the school year. Below are all the required documents for each child's file. Please refer to the packet of forms to assist you in updating and getting organized.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

See pages 1-2

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

See pages 102

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

See page 3.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

You will need to request that the parents provides this to you

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Request from parents. Page 4 can be provided to parents to assist.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Request from parents. Page 4 can be provided to parents to assist.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Request from parent.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

See page 1.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Request from parents.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Request from parents.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

See page 5.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps**

are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 28, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or

federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).